CHAPTER 4 - ON-LINE REPORTS AND FORMS

A. GENERAL

1. The purpose of this chapter is to provide a guide to the on-line reports and forms that are currently available in the automated system. This chapter includes information on report usage, i.e., how different types of reports can be used. Some of the predefined reports are generated as a result of input to the system. User defined reports are generated as a result of specific information requested by the user. All the reports listed may not be available to all users due to: access restrictions; no data input to develop a report; or incomplete/nonfunctional programming.

2. Nine basic categories of reports or methods of researching the DRMO inventory are presented. These categories or research methods are as follows:

a. Base Operations Support System (BOSS) Reports

b. DRMO Reports - Also referred to as Access Reports

c. Inquiries

d. Interrogation Requirements Information System (IRIS) – (Scheduled to be phased out.)

e. Marketing Inquiries and Extracts

f. Rapid Access to Information in DLA (RAID) Reports

g. RTD Interrogations

h. Management Information and Distribution Access System (MIDAS)

i. Decision Support System (DSS)

3. On-Line Forms - Using Form Flow and computer generated forms.

4. Historical Report Data

B. ON-LINE REPORTS

1. Base Operations Support System (BOSS) reports. These reports are accessed through BOSS and consist of two types, Single Line Inquiries and BOSS Ad Hoc Inquiries. Currently, the DRMO can do screen prints on these reports. To print lengthy or extensive reports, call DRMS at DSN 661-5751. Detailed information on these reports is provided in the BOSS Functional Operators Manual. To request a copy of this instruction or to obtain additional copies, call DSN 661-5751.

2. DRMO Reports (also referred to as Access Reports). Currently this category has over 600 report formats available for providing information. DRMO reports are available in the property accounting system. See attachment 1, this chapter, for the screen display for DRMO Reports. This menu option not only contains preformatted reports, but it provides an index that can list other categories of reports and inquiries for viewing and/or printing.

a. DRMO Reports are subdivided by Report Status (CURRENT or SEEN). When a report is viewed for the first time (it is in CURRENT Status) it is then marked to move to "SEEN" Status. The move to SEEN Status will occur during the midnight batch process. These reports can be "unmarked" to keep them in CURRENT Status or they can be left "marked" to move to SEEN Status. Next these reports are subdivided by Report Type (NARROW, WIDE, SPECIAL or AUDIT). AUDIT reports are not available to all users. Access to AUDIT Reports at the DRMO is restricted. The remaining reports are available to users at HQ DRMS or at the DRMO. The last subdivision in the screen display (attachment 1) is by Increment (ALL, RTD, WHSNG, MKTNG, MGMT, IDMS and DNSP). The reports are categorized in Attachment 2, this chapter, by the basic aspects of the disposal program. Those categories include: **DEMIL; DNSP; Hazardous Waste Management; IDMS; Management; Marketing; RCP; RTD; Scrap; Warehousing** and **Workload.**

b. The Report Types are described as follows.

(1). Audit Reports are identified as **AUD.** Access to these reports is restricted.

(2). Standard size reports (8 1/2" x 11") are identified as **RPTS.** These reports are also referred to as **Narrow Reports.**

(3). Special form reports are identified as **SPCFRM.** These special forms can include placards, labels, DD 1348-1s, certificates, etc.

(4). Wide reports (14 1/2" x 11") are identified as **WIDE.**

c. To request DRMO Reports from the system, select the DRMO REPORTS MENU from the main menu. See attachment 1, this chapter, for the screen display. Use the following steps to select specific reports for collection.

(1) Enter **S** to select the REPORT STATUS. Then enter **C** or **S** for CURRENT or SEEN. Press RETURN.

(2) Enter **T** to select the REPORT TYPE. Then enter **N, W** or **S** for NARROW, WIDE or SPECIAL. Press RETURN.

(3) Enter **I** to select INCREMENT. Then enter **A** for All Reports**, R** for RTD**, W** for Warehousing**, M** for Marketing**, G** for Management**, I** for IDMS or **D** for DNSP. Press RETURN.

(4) Enter **C** to begin collection. Press RETURN.

(5) Enter the RIC suffix as requested by the system to request reports for a specific activity or press RETURN to collect the requested report(s) for all RIC suffixes.

(6) Enter **C** for complete collection or **F** for fast collection, then press RETURN. (A request for a complete collection will cause the system to reformat the index and add any reports to the index that have been received since the last complete collection for that RIC. See attachment 3 for a sample page of a Report Index. A request for a fast collection will not include reports that were generated after the last complete collection for that RIC. The system monitor usually does a complete collection daily.)

NOTE 1: During the collection process, you can end/abort the process by pressing CTRL-C. This may be necessary if you selected the wrong reports or need to use the system for another project.

NOTE 2: To scroll through the available reports, press F (Forward) and to go back, press B (Backward).

d. To print reports from DRMO Reports, after the collection process is completed, the system will display a MAIN OPTION BAR. Select **P** or **p** from the options to indicate PRINT. Follow the screen prompts and select the report(s) to be printed. Then select the device from the DEVICE OPTION Bar to print the report(s). The MAIN OPTION Bar is re-displayed after the system has processed your request.

3. Inquiries. This category of reports provides nine options. For items a through e, after making the selection, follow the screen prompts. For options a, b, c, d, e, and f, the print capability is restricted to screen prints. To access these reports, select INQUIRIES MENU from the DRMO DAISY Menu.

a. DTID Inquiry

b. Scrap Inquiry

c. Record Status and History

d. DTID Interrogation Request
e. NSN Interrogation by DRMO

f. View DRMO Tables - After selecting this option, 4 choices are available. Print capability is restricted to screen prints.

(1) DRMO Tables Part 1 (attachment 4, this chapter)

(2) DRMO Tables Part 2 (attachment 5, this chapter)

(3) DRMO Tables Part 3 (attachment 5A, this chapter)

(3) DRMO DTID Table (attachment 6, this chapter)

g. Consolidated Inquiry - This option for interrogating the DRMO inventory may be used by all the functional areas. The Consolidated Inquiry is flexible and has some important features. These features include user designed search criteria, pop-up screens that display freeze, transfer order and MILSTRIP information and report generation capabilities. The guidelines for constructing this inquiry are provided in attachment 7, this chapter. These reports can be run during regular hours of operation.

h. Interactive Reports - Interactive Reports are divided into five categories. Some of the same reports are found in more than one category. Detailed information on these reports is provided in attachment 8, this chapter. The reports are listed in the menu as follows:

(1) WAREHOUSING INQUIRIES

1 - GENERATE DODAAC REPORT
2 - SITE STORAGE LOCATION REPORT (Property in RSC W)
3 - SITE STORAGE LOCATION REPORT (Property not in RSC W)
4 – Non Small Arms Serial Number Report
5 – Small Arms Serial Number Report

(2) RTD INQUIRIES

1 - INVENTORY IN MSC 'Q' REPORT
2 - SITE STORAGE LOCATION REPORT (Property in RSC W)
3 - SITE STORAGE LOCATION REPORT (Property not in RSC W)
4 - ACCUMULATION NUMBER REPORT

(3) MARKETING INQUIRIES

1 - ACCUMULATION NUMBER REPORT
2 - IFB NUMBER REPORT
3 - IFB ITEM NUMBER REPORT
4 - IFB NUMBER REPORT WITH MFR PART NO.
5 - INVENTORY IN MSC 'Q' REPORT

(4) HAZARDOUS INQUIRIES

1 - HM/HW INVENTORY ON HAND REPORT
2 - HW INVENTORY ON HAND OVER 90 DAYS REPORT

(5) GENERATOR INQUIRIES

1 - GENERATE DODAAC REPORT
2 - GENERATOR MAILING LABEL/REPORT

i. 1143 Options Menu - This option contains the DD 1143 Report, "Report of Excess/Surplus Material at Disposal Activities". It also contains the screen for the certification process for the DD 1143 Report. See supplement 4, this instruction, for specific information on the DD 1143 Feeder Report.

4. Interrogation Requirements Information System (IRIS). IRIS is no longer available. Interrogations may be accomplished on the DRMS Website. Requests for assistance may be directied to DRMS-TSR, (DSN) 661-5939.

5. Marketing Inquiries and Extracts. The screens for DTID INQUIRY and SCRAP INQUIRY are in the Marketing Menu under SALES INQUIRY PROCESSES and in the INQUIRIES MENU. To use these two options, after you have selected the appropriate screen from the MARKETING Menu or the INQUIRIES Menu, follow the screen prompts. Screen prints can be made of the DTID Inquiry. The report results for the Sales Extract Report can be sent to DRMO Reports (also called Access Reports) for viewing and/or printing. See paragraph B2, this chapter, for information on DRMO Reports.

6. Rapid Access to Information in DLA (RAID) Reports. RAID was replaced by the Environmental Reporting System (ERS). ERS has approximately 18 different report formats. Detailed information on ERS and the available report formats is provided in the ERS User Manual. Copies of the manual may be requested from DRMS-CCI (DSN) 661-5872.

7. RTD Interrogations or Inquiries. See DRMS-I 4160.14, Volume III, Chapter 3, for detailed information on RTD interrogations and screens. The screens for DRMO Interrogations can be selected from the RTD Menu in the automated system. To use this option, after you have selected the appropriate interrogation screen from the RTD menu, follow the screen prompts. The interrogation results may be sent to DRMO Reports (also called Access Reports) for viewing and/or printing. See paragraph B2, this chapter, for information on DRMO Reports.

8. Management Information and Distribution Access System (MIDAS). MIDAS is used to collect information on historical transactions and the current inventory. Data is available from 1 October 1994. Detailed information on using MIDAS is provided in the MIDAS Users Manual provided by DRMS-C. To request information or assistance with MIDAS call (DSN) 661-5835 or (DSN) 661-7521.

9. Decision Support System (DSS).

a. DSS is used to collect information on inventory transactions that have gone to history. DSS is separate from the property accounting system, DAISY. To access DSS, request authorization password from your Terminal Area Security Officer (TASO). When you receive your password, you can access DSS using ‘telnet’. Go to BOURNE Shell and enter ‘telnet dss’ at the prompt. Then press RETURN. Next enter User ID and password. Enter ‘z stem’ for Terminal Type’. Press RETURN and select Option #2 (Applications). Then enter ‘**d**’ to open the DSS database.

b. DSS has one basic report option: Program Data - DD 1143, Summary Report of Excess/Surplus Material at Disposal Activities.

c. The data in DSS can be downloaded to a Microsoft Excel Spreadsheet on your personal computer to use in reports, charts, and graphs. To request information or assistance with DSS call (DSN) 661-7207.

C. ON-LINE FORMS.

1. PerFORM PRO is a software program that is being used to print copies of forms on-site. Attachment 9, this chapter, contains a list of DRMS forms used at the DRMO that are currently installed in PerFORM PRO. To use PerFORM PRO, insert the diskette containing the forms in PerFORM PRO and select the symbol on your PC screen entitled, FILLER. Follow the screen prompts to select and print the form(s) you need.

2. Forms are also available in the system that can be printed on-site as placards. The placards are listed in attachment 2, this chapter. (Placards are identified with a double asterisk in the attachment.) All the information requested on the placard must be provided. The following placards may be used as source documents for disposal processing, as appropriate when all the necessary signature blocks are included on the document and completed by the authorized personnel:

a. Abandonment/Destruction Placard. This placard may be used in lieu of DD Form 1348-1 or DD Form 1348-1A.

b. DEMIL Certificate Placard. This placard may be used in lieu of DRMS Form 145.

c. Downgrade Placard. This placard may be used in lieu of DRMS Form 222 or DRMS Form 63. This placard must have a signature and date for the review and a signature and date for the approval. If the Downgrade Justification Code is **I**, the processor must record the reason on the form.

d. Sale Placard. This placard may be used in lieu of DD Form 1348-1, DD Form 1348-1A or DRMS Form 222. This placard must have a signature and date for approval when it is used in lieu of DD Forms 1348-1 or 1348-1A.

D. USE OF REPORTS AND INQUIRIES.

Reports and inquiries may be used to ensure that necessary disposal processes are completed. On-line access to the inventory provides a means of determining if the DRMO inventory is being maintained according to DoD, DLA, and DRMS regulations. Predefined reports and user defined reports are available in the automated system. Following are suggestions for the use of reports and inquiries for different aspects of the disposal program.

1. DEMIL. Check on property in Record Status Code (RSC) W (DEMIL item pending disposition -screening completed) using the Consolidated Inquiry (see Attachment 7, this chapter) or check for property pending DEMIL by using the Resi I Report. This report lists property that is pending DEMIL and has been in RSC W more than 35 days. This report is generated weekly and is available in DRMO Reports. (See attachment 2, this chapter.)

2. HM/HW Property. Use the Consolidated Inquiry on a weekly basis to monitor HM and prevent it from becoming overage. Use the DTID Inquiry, select the User Defined Inquiry Reply and input your RIC Suffix, place an * in the HM/HW Field, and for the Date Received Field subtract 90 days from the end of the current month and input that date. See attachment 7, this chapter, for more information on Consolidated Inquiries. Predefined reports are also available in DRMO Reports. See attachment 2, this chapter.

3. Management. Several reports are listed in attachment 2, this chapter, for management. In that same listing two reports are listed that can be used to conduct a wall to wall inventory. The titles for these reports are "DTID REPLY BY STOCK ID", and "DTID REPLY BY SITE LOCATION". To generate these reports, use INTERACTIVE REPORTS, attachment 8, this chapter.

4. Marketing

a. Check on property in RSC C for 6 or more days after a local sale, 21 or more days after a national sale, using the Consolidated Inquiry. Property still in the inventory after those time frames should be researched to determine what action is needed to clear the item from the inventory. The following actions may be taken.

(1) Compare the item number with the high bid sheet for that sale. If the item was sold, pull the sales folder to see if the completed DRMS Form 1427 (Notice of Award Statement and Release Document) is in the file indicating the customer paid for and removed the item. If so, process the XS7 transaction.

(2) If the item did not sell, take appropriate action, i.e., downgrade the item to scrap or roll the item back and place it on the next sale. If the item was withdrawn from sale for R/T/D action, follow up to ensure that the issue transaction has been processed.

b. Check on property in RSC B for more than 20 days. If the item is in a current accumulation, no action is needed at this time. If the item is in an accumulation that has already been referred for sale, run a record status and history on the item to determine why the item did not roll into RSC C.

(1) This may have been caused by an electronic request for R/T/D and/or a partial issue was made against the item and the second part of the issue process was not completed. This problem can be reduced or eliminated by monitoring property in Material Screening Code Q and taking the necessary action. For information on resolving problems with property in MSC Q, see subparagraph D7, this chapter.

(2) Determine if the item was sold. If it was sold, process the XS7 transaction.

(3) If the item was referred for downgrade, follow up on the action.

c. Check on property in RSC A for more than 14 days using the Consolidated Inquiry. This inquiry provides information that was previously provided by RESI C in the former property accounting system, IDMS.

5. Precious Metals. Information on precious metals in the inventory can be requested through the category of reports called Inquiries. See paragraph B3, this chapter. The user may also define reports in Consolidated Inquiry. See attachment 7, this chapter, for the procedure to follow for user defined reports.

6. Recycling Control Point (RCP). See attachment 2, this chapter, for pre-defined reports. The user may also define specific reports. See attachment 7, this chapter, for the procedure.

7. R/T/D

a. To identify items in the inventory that are not being cleared from the inventory after issue, it may beneficial to check the MSC Q Listing on a daily basis. You may also use the Consolidated Inquiry to locate these items. See attachment 7, this chapter, for the procedures for Consolidated Inquiries. Property in MSC Q may appear on the RESI B List if it was received more than nine months ago.

b. When the quantity on record does not equal the quantity available, the system automatically removes the item from its accumulation and places the item in MSC Q. This may occur when a partial issue is made and a Type Transaction Code (TTC) of RAD (Requisition Number Added) or a TAD (Transfer Order Line Added) is processed, or a freeze is input. Property will continue to be held in MSC Q if a RAD or TAD for an item was denied for an issue. Property may also move to the MSC Q List as a result of a pending adjustment

NOTE: The system will not allow an item to be placed in a closed accumulation.

c. To correct the problem with property in MSC Q, use one of the following methods.

(1) FOR AN OPEN ACCUMULATION - As you review the MSC Q Listing, when you process the pending transaction, if there is a remaining quantity, a DTID Restart Screen will appear after the transaction has processed. When you process the DTID Restart you will be able to place the item back in the original accumulation.

NOTE: A DTID Restart Screen will not appear when a DEMIL Challenge is processed on an item in MSC Q.

(2) FOR A CLOSED ACCUMULATION – You need to select the INQUIRIES Menu, then select RECORD STATUS AND HISTORY and then pull up the history on the DTID. Request a screen print so that you will have the necessary information to reinput the XS6 data. After you complete the pending transaction on the item, if there is a remaining quantity, you must then add the item to an open accumulation. Notify the Property Management Branch to physically remove the item from its current accumulation and relocate it in an open accumulation. Initiate a DTID Restart and code it NAL or NAN as appropriate. Provide the new accumulation number and new storage location.

NOTE: If property in MSC Q cannot be located, research the sales write-ups to determine the sales item number assigned to that property. Check the bid sheet for the item number. If the item was sold and removed (check the sales contract folder) one of two actions are needed to correct the inventory. If the item was sold in a lot, rollback the XS7 for the lot and process an XS6 to include that record and then re-input the XS7. If it was a single line item, perform a DTID restart (code the restart XAA and record it on a DRMS Form 1983) then input the XS6 and the XS7.

d. To verify the availability of property for an R/T/D customer, if a valid NSN is provided, you can determine the location, quantity, condition, acquisition cost and other information through IRIS. Detailed information on IRIS is in a user's manual provided by DRMS-T. To request a copy or to get additional copies, call (DSN) 661-5939. To verify availability of property, you can also use the NSN Interrogation process.

e. If sales referral or IFB data had been added to the accountable record before the property moved to the MSC Q List, this data must be re-input.

8. Scrap.

a. To monitor the DRMO's scrap inventory, use the Consolidated Inquiry, User Defined Inquiry Reply (attachment 7, this chapter). Request information for the following fields:

(1) SCL/SCT NO.

(2) SITE/LOCATION

(3) SLS RFRL/SLS IFB NO.

(4) DATE SCRAP REC ESTAB

(5) CUR RSC

(6) DATE ENTER STATUS

(7) PRV RSC

(8) BID OPENING DATE

(9) WEIGHT AVAILABLE

b. Compare the accountable record to the Scrap Site Control Register.

c. Check to determine if all SCL/SCT entries have site/storage locations.

d. Check term sales of scrap with a balance of 0 weight available to determine if the record is active. If the record is not active, close it. When an SCT accumulation has an XS7 transaction input against it which brings the weight available to 0, the system asks the user if they want to close the record. If the user answers "NO", the system will leave the record in RSC "C" with a 0 weight available. This is to allow the DRMO to add additional receipts of property into the term sale. If the term has expired, the user should answer "YES". This will place the record in RSC "Z". If this is not done at the time the system asks the user, process a gain of 1 pound to the SCT, then process a loss of the 1 pound and the system moves the record to RSC Z.

e. Check multiple sites for a single SCL to determine if they are valid. If not, run a record status and history on the sites to determine what established the sites. You may have to check the source document file to verify keypunch errors. If the site was created in error, consolidate the quantities into the appropriate site.

f. Conduct a physical inventory of V coded precious metals records to verify record accuracy. Process fine precious metals for shipments at least quarterly.

g. Conduct a physical inventory of P coded precious metals to verify record accuracy. Ship to recovery points as soon as economically possible unless PM is being accumulated for sales.

9. Workload/APCAPS. See attachment 2, this chapter, for predefined reports. See subparagraph B2, this chapter to view or print these reports in DRMO Reports.